

DUTY STATEMENT

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION



Classification: Staff Information Systems Analyst (Specialist)	Position No. 210-1312-021
CBID: R01	Office: Web Development Unit -- ITSB
Date Prepared: May 9, 2015	Division: ASD
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general supervision of the Energy Commission Webmaster (Staff Information Systems Analyst - Supervisor), the incumbent acts as project leader on complex information technology internet and intranet systems; works as an advanced-level web developer to develop complex information technology website technical and business solutions; and serves as the advanced technical specialist performing complex analytical studies and activities on complex web-related information technology systems and projects.

The incumbent acts as first-level technical consultant to the Webmaster, Executive Office, Administrative Services Division and Information Technology Services Branch management, and program business staff to develop and implement Commission web projects and web content from inception to completion. The incumbent possesses and applies knowledge about the organization's customers, stakeholders, business priorities, publications procedures, and technical environment in order to complete work assignments in an effective, accurate, and timely manner.

The incumbent acts as Assistant Webmaster.

WORKING CONDITIONS. Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

50% Functions as project lead on complex web development projects for the Commission's websites, intranet, and websites hosted by the Commission for other agencies. Creates structured teams and leads journey level business analysts in developing requirements and business process modeling. Effectively manages multiple projects, deadlines, and coordinates communications across project teams. Facilitates joint project development sessions to ensure the customer's needs are being met. Analyzes, designs, codes, implements, maintains, and evaluates the most complex website elements. Determines appropriate design approach; navigation structure; and HTML, XHTML, PHP, and CSS code structure for complex web-related projects and content. Coordinates with internal staff, management, and the Webmaster during development, testing and implementation of the new web products. Acts as technical liaison to non-technical staff, ensuring during planning stages that projects result in best-practices solutions and support the Commission's adaptations of approved State of California web templates. Communicates to the user which alternatives may be considered to better support usability and ADA compliance. Develops and maintain written documentation in order to keep management informed of core workload and project status. Keeps current on emerging technologies in order to



maintain skills and core competencies in the website/intranet environments and recommend training as needed. Provides expert technical consultation to Commission contractors involved with web-related projects.

- 30% Works independently at the advanced web developer and team lead level to update existing web pages and associated files on all Commission-hosted websites. Coordinates web content updates with Commission programs and management, and routinely completes assignments within legal and business deadlines. Acts as technical lead for publication of Commission business meeting agendas and supporting documents. Coordinates changes and migrations, ensuring that steps performed by technical and business staff are performed correctly and at the proper time. Converts documents to accessible PDF format, and test results for accessibility compliance and best-possible end-user experience. Coordinates with the Webmaster and other team members to maximize efficiency in meeting routine heavy workloads. Promotes web team and Commission procedures regarding the updating of page content, and alerts the Webmaster to any problems with procedures or authorizations. Develops solutions to the most difficult technical challenges involving web change requests and incidents. Notifies the Webmaster when out-of-date pages are reported or indentified within the course of normal work activities. Brings major content or technical issues to the Webmaster's attention. Utilizes web authoring and production tools, including the Adobe Suite, BBEdit, FTP, Dreamweaver and other tools on an advanced/expert level. Analyzes audience interest and initiates appropriate list-serve e-mails to alert subscribers to all major website updates.
- 15% Acts as the Commission's Assistant Webmaster. In close consultation with the Webmaster and ITSB and Commission management, assumes the role of acting Web Team leader and point person in the absence of the Webmaster. Prioritizes and schedules routine work and sees that deadlines are met. Assists the Webmaster with long-term strategic web development planning and prioritization.
- 5 % Other duties as required, consistent with the specifications of this classification.
(M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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VACANT		AMANDA POLETTI	
Employee	Date	Supervisor	Date